

13 May 1994

**ADMINISTRATION
(Selfridge ANGB)**

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** The AFI 37-series, formerly the 0, 4, 10, and 12-series of Air Force and/or Air National Guard (ANG) directives contain US Air Force and Command policy and procedural guidance for an Administration work center. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

3. **Applicability.** This standard only applies to Selfridge ANGB, MI. This standard only applies to peacetime operations.

4. **Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 3 Jan 94.
- c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
- d. Standard Man-Hour Equation. $Y = 7.558 + 6.902X$.
- e. Workload Factors (WLFs):
 - (1) Title. Required Manpower in Supported Work Centers after Application of the Basic Standards.
 - (2) Definition. Total number of required authorizations in Functional Account Codes 4300SE, 4312SE, 4313SE, 4332SE, 4340SE, 4342SE, 4344SE, and 4353SE.
 - (3) Source. Standards application results for the work centers listed above in the definition. Where standards do not exist, use the latest Support Personnel Manpower Document (SPMD) fiscal quarter manpower authorizations as the required manpower.

5. **Application Instructions:**

- a. The valid man-hour range for this ANGMS is 378.39 - 630.65. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended.
- b. Determine the value for the WLF identified in paragraph 4e. Substitute this value into the man-hour equation for X.
- c. Divide the computed allowed man-hours by the appropriate civilian man-hour availability factor (MAF) to determine total requirements.
- d. Refer to the appropriate column in the standard manpower table at attachment 2 to determine the required specialties.

6. **Statement of Conditions.** There were no general conditions (environmental, equipment, or facility) which had an impact on the development or application of this manpower standard.

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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

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WORK CENTER DESCRIPTION**ADMINISTRATION
(Selfridge ANGB)****DIRECT:****1. ADMINISTRATION:**

1.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, releases to originator, and files copy.

1.1.1. TYPES LETTER OR FORM.

1.1.2. TYPES MESSAGE.

1.1.3. TYPES REPORT.

1.1.4. TYPES AIRMAN EVALUATION.

1.1.5. TYPES OFFICER EVALUATION.

1.1.6. TYPES CIVILIAN EVALUATION.

1.1.7. TYPES INDORSEMENT TO MILITARY AND CIVILIAN EVALUATION.

1.1.8. TYPES AWARD AND DECORATION.

1.1.9. TYPES PLAN, SCHEDULE, OR ROSTER.

1.1.10. TYPES STATISTICAL DATA.

1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, marks and routes distribution.

1.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound container, and delivers to pickup point.

1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.3.1. ESTABLISHES NEW FILE. Researches regulation, amends file plan, prepares file control label, and prepares new file folder.

1.3.2. UPDATES FILE. Reviews file for currency and updates file plan, file control label, file guide, and folder label.

1.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray and marks, sorts, and files correspondence.

1.3.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

1.3.5. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

1.3.6. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and disposes of material outside the work area.

1.3.7. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts away book or form.

1.3.8. MAINTAINS SECURITY FILE:

1.3.8.1. REVIEWS, CORRECTS, AND FORWARDS INDIVIDUAL SECURITY CLEARANCE REQUEST.**1.3.8.2. REVIEWS AND UPDATES SECURITY CLEARANCE ROSTER AND FORWARDS ROSTER TO UNIT SECURITY MANAGER.****1.3.8.3. MAINTAINS CONTACT WITH AIR FORCE SECURITY CLEARANCE OFFICE AS TO STATUS OF PENDING INVESTIGATION.****1.3.9. MAINTAINS PERSONNEL LOCATOR FILE.** Prepares card or record, posts change, and disposes of card or record.**1.4. MAINTAINS UNCLASSIFIED PUBLICATION FILE:****1.4.1. ORDERS ADMINISTRATIVE PUBLICATION.** Prepares requisition form, obtains signature authorization, forwards form, and files form.**1.4.2. MAINTAINS INDEX.** Posts new index, posts new publication or publication change to index, and returns index to library.**1.4.3. MAINTAINS PUBLICATION.** Removes binder from library, posts change, and returns publication binder to library.**1.4.4. DETERMINES REQUIREMENT FOR PUBLICATION.** Determines need for publication, marks index, and disposes of obsolete or nonrequired publication.**1.5. OPERATES COPYING MACHINE.** Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.**1.6. MAINTAINS STOCK OF BLANK FORMS.** Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.**1.7. MAINTAINS BULLETIN BOARD.** Carries information to bulletin board, posts new information, removes obsolete information, and returns to work area.**1.8. MAINTAINS TIME AND ATTENDANCE CARD.** Annotates card, completes card, reviews card for accuracy, obtains required signature, and forwards card to Civilian Pay.**1.9. PROVIDES STENOGRAPHIC SERVICE:****1.9.1. TAKES DICTATION.** Answers request, assembles material, travels to place of dictation, takes dictation, and returns to work area.**1.9.2. TAKES MINUTES.** Answers request, assembles material, travels to meeting, takes minutes, and returns to work area.**1.9.3. TRANSCRIBES MATERIAL.** Assembles material, types material, reviews typed material, and forwards material to originator.**1.10. MAINTAINS APPOINTMENT RECORD.** Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.**1.11. ACKNOWLEDGES VISITOR.** Greets visitor, answers query, and refers visitor to appropriate person or location.**1.12. PREPARES AND FORWARDS TRAVEL ORDER REQUEST FOR GUARDSMEN.** Submits completed travel voucher and completed order for payment.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|----------------------|------------------------------|--|--|--|--|--|--|--|
| WORK CENTER/FAC | | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | |
| Administration/FAC 4301SE | | | | 378.39 - 630.65 | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Unit/Orderly Room Administration Technician | 702X0 | CIV | 3 | 4 | | | | | | | |
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| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
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| TOTAL | | | | | | | | | | | |

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.